

**Criteria Definitions for
2011 I-90 Two Way Transit &
HOV Operations, Stage 3
PS&E**



UPDATED 2.3.2011

Scoring Criteria 1: Qualifications/Expertise of Firms on Team (Prime and Subs)

Min pts 0 Max pts 45

Provide specialized experience and technical competence in tunnel fire and life safety, tunnel lighting, and Intelligent Transportation Systems (ITS) of the firms comprising the team. Past record of performance on contracts with government agencies or public bodies and with private industry, including such factors as cost control, quality of work, ability to meet schedules, cooperation, responsiveness and record of bringing innovative solutions to unique and highly technical challenges are examples.

Submittal requirements

1. Description of the Prime Consultant (or joint venture), including but not limited to: home and branch office information; date established; former name(s); type of ownership or legal structure; general description of services provided and type of clients served; personnel; experience with similar integrated delivery method.
2. If Prime Consultant firm is not self-performing each phase of the Project include the following information for each subconsultant: home and branch office information; date established; former name(s); type of ownership or legal structure; general description of services provided and type of clients served and personnel. If the Prime Consultant has worked with proposed sub-consultant(s) on similar projects in the last three years, then provide name of the project, each firm's role on the project and the dates the services were performed. Limit examples to one project for each sub-consultant firm. Indicate where key staff members from the Prime Consultant and sub-consultant have worked together successfully.
3. Provide an organizational chart of the proposed team and include the respective roles that each firm will provide for the team. Provide a table identifying current availability of key staff and resources for each firm on the proposed project team. The availability of staff must be identified as hours available per month for the length of the project, not in percentages of time available. Indicate the current location of key staff and their proposed location during project execution.
4. Provide a list of up to three (3) projects that each firm on your project team has completed within the last three (3) years. The project(s) must demonstrate the required expertise needed for this project. Include the work/services provided on the project(s) and the approximate amount received for each project.

Scoring Criteria 2: Qualifications of Proposed Project Manager and Proposed Technical Lead Manager (Prime Consultant OR Sub Consultant)

Min pts 0 Max pts 70

A. Submittal requirements-Project Manager (Prime Consultant Only)

**Criteria Definitions for
2011 I-90 Two Way Transit &
HOV Operations, Stage 3
PS&E**



UPDATED 2.3.2011

1. Demonstrate experience and technical competences of the proposed Project Manager who will provide requested services and/or work specified. Provide the following:
 - a) Description of Project Manager's understanding of tunnel fire and life safety (primarily on roadways), ITS and lighting design and upgrade issues and the specific challenges related to such work
 - b) Access to and familiarity with the applicable local fire department personnel, policies and procedures
 - c) Access to and familiarity with federal transportation agency personnel responsible for roadways and tunnels
 - d) Familiarity with local, national, and international related codes
 - e) Experience in successful project management supporting a successful interdisciplinary project
 - f) Experience in successful management of project planning, schedule, budget, change management including scope creep, innovative design solutions, identifying and managing risk
 - g) Experience in successful design and/or management of retrofitting an existing roadway tunnel for Fire and Life Safety systems, and
 - h) Experience in coordinating communications and monitoring systems with project stakeholders.
2. Provide up to three (3) project examples for the proposed Project Manager which demonstrates his/her project management experience on WSDOT or similar projects. Include the date(s) of each project; the name of the client/organization for each project; list the project manager's responsibilities and tasks on each project.
3. Provide resume for proposed project manager (three (3) pages maximum).

B. Submittal requirements-Technical Lead Manager (Prime Consultant OR Sub Consultant)

1. Demonstrate experience and technical competences of the proposed Technical Lead Manager who will provide requested services and/or work specified. Provide the following:
 - a) Description of Technical Lead Manager's understanding of tunnel fire and life safety (primarily roadway), ITS and lighting design and upgrade issues and the specific challenges related to such work
 - b) Access to and familiarity with the applicable local fire department personnel, policies and procedures
 - c) Access to and familiarity with federal transportation agency personnel responsible for roadways and tunnels
 - d) Familiarity with local, national, and international related codes
 - e) Experience in successful technical project management supporting a successful interdisciplinary project

**Criteria Definitions for
2011 I-90 Two Way Transit &
HOV Operations, Stage 3
PS&E**



UPDATED 2.3.2011

- f) Experience in successful management of project planning, schedule, budget, change management including scope creep, innovative design solutions, identifying and managing risk
 - g) Experience in successful design and/or management of retrofitting an existing roadway tunnel for Fire and Life Safety systems, and
 - h) Experience in successful design and/or management of retrofitting an existing roadway tunnel for Fire and Life Safety Systems.
2. Provide a list of up to five (5) projects that the technical lead manager has completed within the last six (6) years. The project(s) must demonstrate the required expertise needed for this project. Include the work/services provided on the project(s) and the approximate amount received for each project.
3. Provide resume for proposed technical lead manager (three (3) pages maximum).

Scoring Criteria 3: Qualifications of Key Team Members (Prime Consultant and Sub-Consultants)

Min pts 0 Max pts 40

Submittal requirements

Demonstrate specialized experience and technical competences of the proposed key team individuals of each firm who will provide requested services and/or work specified.

1. Provide a brief qualification narrative summary for each key team member that will be assigned to the project. Provide the following:
 - a) Description of their proposed role/responsibilities
 - b) Familiarity with similar scope and complexity of project
 - c) Experience on similar integrated delivery method
 - d) Experience and technical qualifications relevant to their proposed role on the Project and how their experience will benefit the project
2. Provide resumes for each of the key team members (three (3) pages maximum for each resume).

Scoring Criteria 4: Firm's Project Management System and Project Organization (Prime Consultant Only)

Min pts 0 Max pts 30

Submittal requirements

1. Describe the Prime Consultant's Project Management System, including:
 - a) The firm's Quality Assurance/Quality Control process
 - b) The firm's tracking system to monitor the project's scope
 - c) The firm's tracking system to monitor the project's budget

**Criteria Definitions for
2011 I-90 Two Way Transit &
HOV Operations, Stage 3
PS&E**



UPDATED 2.3.2011

- d) The firm's scheduling program/process. Identify type of software and list up to three (3) projects where the proposed Project Manager(s) have successfully utilized this software/process.
- e) The firm's process for continuous communication within your internal project team
- f) The firm's ability to provide continuous interaction with your client and/or stakeholders

Scoring Criteria 5: Project Delivery Approach

Min pts 0 Max pts 90

Submittal requirements

A. Narrative: Provide a narrative outlining the Proposer's approach to the project. The proposals will be evaluated on:

- a) The overall understanding of the project
- b) The team's approach to achieving project objectives
- c) The team's decision making process
- d) Plan for contingencies
- e) Identifying and managing risk

B. Include the following items:

- a) Identify measures your team will take to focus work efforts on the most critical issues, to limit unnecessary alternatives analyses, to suggest innovative analyses and designs, to streamline work efforts to address the project objectives, and to develop cost savings for a limited budget.
- b) List several key issues for the project, and how your team will address them.
- c) Identify the most important challenges for project success.
- d)

Scoring Criteria 6: References/Past Performances (Prime Consultant Only)

Min pts 0: Max pts 25

Submittal requirements

Provide a minimum of three (3) with a maximum of five (5) performance evaluations for either WSDOT projects, Non-WSDOT projects, or a combination of both that are either for currently active projects or for projects with a project completion date within the last three (3) years.

If your firm currently has performance evaluations on file with WSDOT, and you wish to utilize those evaluations, please state in your submittal that you wish to use the performance evaluations that WSDOT has on file for your firm and either refer to each WSDOT Y-agreement number or list each Performance Evaluation by Client.

***Criteria Definitions for
2011 I-90 Two Way Transit &
HOV Operations, Stage 3
PS&E***



UPDATED 2.3.2011

Performance Evaluations on WSDOT projects:

If you wish to have a Performance Evaluation completed on a WSDOT project, please contact the WSDOT Area Consultant Liaison Engineer and have them obtain a completed WSDOT's internal Filemaker Pro form 272-019 "Performance Evaluations – Consultant Services" for the project. The completed form must be received no later than the submittal due date. For this project, please contact Meg Blau, NW Region Area Consultant Liaison Engineer at blaum@wsdot.wa.gov to obtain a performance evaluation of a WSDOT project. We will not accept the form noted below for Non-WSDOT projects/clients for evaluations of WSDOT projects.

Performance Evaluations for Non-WSDOT projects:

If your firm does not have performance evaluations on file with WSDOT or your firm is not working on WSDOT projects, it is necessary to have an evaluation of past performance completed by an outside client. A copy of the performance evaluation form completed by outside clients must be returned to the Consultant Services Office by fax from the client, no later than the submittal due date. A copy must also be submitted by your firm, enclosed in the Proposal. You are required to use the WSDOT provided form and have it completed by your client. We will not accept your client version of a performance evaluation form. The WSDOT version of the evaluation form may be obtained by clicking on the link "Performance Evaluation Completed by Reference" which can be found on the main web page for this advertisement.

Total Scoring Criteria: Minimum points 0: Maximum points 300